

Kansas Commission for the Deaf and Hard of Hearing

KCDHH CEU POLICY

Background:

Pursuant to the statute K.S.A. #75-5393 which states, "The KCDHH Executive Director, with the advice and consent of the commission shall provide for a program of regulation and certification of interpreters", and with the advice of the KCDHH Interpreters' Advisory Council, the KCDHH has established the following CEU policy for all working interpreters in the state of Kansas.

Purpose:

Earning CEUs is a way for interpreters to maintain their skill levels, keep up with developments in the interpreting field, and assure consumers that a certified interpreter means quality service. KCDHH's CEU policy began operation on July 1, 2000 and continues to rely on KCDHH approved activities to provide appropriate educational opportunities for interpreters. These opportunities can be presented as group activities, such as workshops, lectures, or conferences, or as independent study activities, such as mentoring and self-study.

Like many educational and professional associations, KCDHH requires participants to earn a specific number of continuing education units (CEUs). The CEU is a nationally recognized unit of measurement for educational activities that meets established criteria for increasing knowledge and competency. One (1.0) CEU is equal to ten (10) contact hours of participation in an organized continuing education experience, which is approved per the policy.

Who Participates:

This policy applies to any interpreter with KQAS certification working in the state of Kansas.

CEU Cycle Timeline:

Individuals shall accrue 3.0 CEUs during the regular two-year CEU cycle. Each two-year cycle commences on January 1 (i.e., January 2011, January 2013, etc.). The cycle ends each December 31 of year two (i.e., December 31, 2012 for the 2011 – 2012 cycle). All KQAS certified interpreters must submit a summary report or CEU Tracking Form of all workshops, conferences, etc. attended with the number of CEUs earned during the two-year cycle. The summary form should be submitted to KCDHH no later than November 30 of year two.

Following the year two of the cycle, KCDHH will conduct audits by randomly selecting a small sample of interpreters, and asking them to submit supporting documents showing

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proof of attendance to workshops, conferences, etc¹. It is recommended that you retain all records for up to five years after each two-year cycle.

You are able to start accruing CEUs beginning the day you take the KQAS performance test². If you took the test during the middle of the two-year cycle your two- year CEU cycle will be pro-rated based on the quarter of the calendar year you took the test. Below is a table showing the pro-rate cycle time-line. See the Frequently Asked Questions (FAQ) section for an example.

Pro-rated Cycle Timeline:

In cases where interpreters move into the state, become certified or re-certified in the middle of the two-year cycle, or they are ending the old three-year cycle, the following pro-rated CEU chart shall be followed:

Month and year of KQAS test	CEUs required
January year one(2011) — March year one(2011)	3.0
April year one(2011) — June year one(2011)	2.5
July year one (2011)— September year one(2011)	2.0
October year one(2011) — March year two (2012)	1.5
April year two(2012) — June year two(2012)	1.0
July year two(2012) - September year two(2012)	0.5
October year two(2012) -December year two(2012)	0.0

CEU Requirements:

Any sign language interpreter working in the state of Kansas who is KQAS certified must earn 3.0 CEUs in a regular two-year cycle. CEUs are divided into two content areas, **Professional Studies** and **General Studies**.

Professional Studies: (minimum of 2.0 CEUs required)

There are two sub-categories within this content area: 1) Code of Ethics and 2) Professional Development.

1. Code of Ethics: A minimum of 0.3 CEUs in the sub-category Code of Ethics is required. This sub-category focuses on the actual tenets of the Code of Professional Conduct and the code of ethics related to the profession of sign language interpreting.
2. Professional Development: The sub-category Professional Development consists of:

¹ KCDHH will randomly select approximately 10% of the registered interpreters to submit supporting documents; i.e., certificates of attendance.

² If you took the NIC performance test, refer to RID's CEU policy.
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- a. Linguistic and Cultural Studies which includes the study of any language or linguistic system, and the study of any specific culture (i.e., ASL to English)
- b. Theoretical and Experiential Studies which includes the process of interpreting and transliterating theory and skill building activities
- c. Mentorship
- d. Specialization studies which includes specialized aspects of interpreting used in settings such as the legal, medical, mental health, and substance abuse recovery fields
- e. The field of sign language interpreting in general

General Studies: (No minimum required)

A maximum of 1.0 CEU can be accrued in this area. The following shall identify areas that fit this category:

1. Human service and leadership studies (i.e. leadership skills, public relations, public speaking, and community resources)
2. General knowledge studies include areas less obviously related to the field of interpreting and transliteration, but are educationally beneficial to the participant.

** Note: It is acceptable to earn all qualifying CEUs in the area of Professional Studies.*

Activities that earn CEUs:

There are three means for earning CEUs:

1. **KCDHH Pre-Approved Activities³:** RID, GURC or the National Consortium of Interpreter Education Centers (CATIE Center) sponsored workshops, or nationally recognized conferences, silent weekends, CD ROM workshops, KCDHH Lending Library materials, etc. *These pre-approved activities do not require individuals to get approval from the KCDHH.*
2. **Independent Study Activities:** *These activities are **not** pre-approved and require individuals to get prior approval 30 days before the event.* Activities may include home study with videos, research or literature reviews, study groups, acting as a mentor or being mentored, curriculum/workshop development, teaching a workshop for the first time, etc. If you are unsure if an activity falls under the independent study, please contact the KCDHH for more information.
3. **Participant-Initiated Activities:** *These activities are **not** pre-approved and require individuals to get prior approval 30 days before the event.* Activities may include academic coursework, in-service workshops, workshops or conferences offered by organizations not directly related to deafness or interpreting, etc.

How to track CEUs for a workshop that is pre-approved by KCDHH:

³ A list of pre-approved activities may be found on the KCDHH website at www.srskansas.org/kcdhh. If organization or entity wishes to be one of KCDHH's sources for pre-approved activities, submit a letter of interest and KCDHH will review it for consideration.

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Earning and tracking CEUs for a pre-approved activity is a simple process: 1) register and 2) collect the certificate of attendance (proof of your attendance).

Pre-Approved Activities include but are not limited to:

1. Approved Registry of Interpreters for the Deaf (RID) or MCIS workshops
2. American Sign Language Teachers' Association (ASLTA) sponsored workshops
3. Kansas Association of Interpreters (KAI)-RID sponsored workshops or conferences
4. Gallaudet University Regional Center (GURC) at Johnson County Community College
5. Pre-approved MCIS activity
6. Annual Missouri Statewide Interpreters Conference
7. National Consortium of Interpreter Education Centers (CATIE Center) sponsored workshops or conferences
8. Nationally recognized conference (i.e., ADARA, PepNet, etc.)

How to track CEUs for an activity that is NOT pre-approved⁴:

This applies to Independent Study and Participant Initiated Activities. Identify whether the activity is Independent Study or Participant Initiated Activity.

Independent Study: *(limited to 1.5 CEUs per CEU cycle)*

You must submit an application for approval 30 days prior to the start of the event.

1. Mentoring
 - a. Choose one of KCDHH's pre-approved mentors⁵ or contact KCDHH for approval of your chosen mentor.
 - b. Establish the Independent Study activity/plan before you begin the activity. The following steps detail the procedure for earning CEUs through the Independent Study process (see page 2 for types of activities appropriate for independent study):
 - c. Contact KCDHH or a KQAS pre-approved mentor to assist you with the process and discuss your ideas.
 - d. Find out the type of documentation required and the number of CEUs that you can earn. You will be asked to respond in writing to the following questions:
 1. What do I want to do? Briefly describe the activity you will complete for CEUs.
 2. Why do I want to do it? For example, for personal needs, professional growth, skill enhancement in a specific area, increased general knowledge, or to remain current in the field?

⁴The application for CEU pre-approval may be found on the KCDHH website at www.srskansas.org/kcdhh.

⁵Pre-approved mentors must meet certain criteria established by the KCDHH. Contact the KCDHH for a current list of pre-approved mentors or check the website at www.srskansas.org/kcdhh.

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3. What are my specific goals? Keep your goals measurable, observable, and tangible.
4. How will I accomplish my goals? Briefly describe your action plan.
5. How will I show KCDHH what I learned? Describe your evaluation process.
6. How many CEUs is it worth?
- e. KCDHH and/or its approved mentor will sign and approve the plan. You may now begin work on the activity (any work done before this point cannot earn CEUs). It is important to document your time and efforts while you work on your activity.
- f. At the completion of the activity, send KCDHH or the approved mentor your report, documentation, and other information outlined in the Activity Plan. The sponsor will review the documentation to ensure that it meets the standards and goals agreed upon in the Activity Plan.
- g. When the project has been completed satisfactorily, the mentor will fill out the Independent Study Activity Report and send all required paperwork to KCDHH to be added to your record.
2. Other types of independent study includes:
 - a. Reading/research related topics such as interpreting, the Linguistic and Cultural Studies which includes the study of any language or linguistic system, and the study of any specific culture; i.e., ASL to English
 - b. Watching video tapes related to topics such as interpreting, the Linguistic and Cultural Studies which includes the study of any language or linguistic system, and the study of any specific culture;

Participant Initiated Activities:

You must submit an application for approval 30 days prior to the start of the event.

1. Academic Coursework at an accredited college or university (limited to 1.5 CEUs per two-year cycle):
 - a. The number of CEUs earned equals 0.1 per credit hour (i.e., three academic credit hours = 0.3 CEUs).
 - b. The course must be taken during the participant's two-year CEU cycle.
 - c. After contacting KCDHH and obtaining approval, you may complete the coursework.
 - d. Once your academic transcript is finalized, you may include this on your tracking or summary form.
 - e. Be sure to retain a copy of the transcript in case you are audited. You must earn a C or better to receive CEUs.
2. Other Activities not pre-approved by KCDHH.
 - a. Contact the KCDHH or download the application form from the web site at www.srskansas.org/kcdhh.

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- b. The application form must be completed and approved 30 days prior to the beginning of the activity
- c. Proof of attendance/completion is required once the activity is completed.

Summary of the CEU policy:

1. The new two-year cycle shall commence on January 1, 2009 and on January 1 every two years thereafter (i.e. January 2011, January 2013, etc.). The new cycle begins on the odd year.
2. The two-year cycle ends December 31 of year-two of the cycle. All KQAS certified interpreters in Kansas must submit a summary report or CEU Tracking Form of all of the workshops, conferences, etc. with the number of CEUs earned. The summary report should be submitted to KCDHH no later than November 30.
3. After the end of the two-year cycle KCDHH will conduct audits by randomly selecting a small sample of interpreters, and asking them to submit supporting documents showing proof of attendance to the activities listed on the summary report.
4. KCDHH will follow the nationally recognized unit of measurement for educational activities. 1.0 CEU equals ten (10) contact hours.
5. The required number of CEUs earned is 3.0 CEUs in a two-year cycle.
6. CEUs shall be divided into two content areas: Professional Studies (sub categories: Code of Ethics and Professional Development) and General Studies.

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Frequently Asked Questions (FAQS):

- Q:** Do I need to submit copies of my certificates at the end of the two-year cycle?
- A:** No. KCDHH requires that you submit a summary or tracking form. You can download a tracking form from the KCDHH web site at www.srskansas.org/kcdhh. You may send the form to the KCDHH electronically or by fax or mail.
- Q:** I was able to earn most of the CEUs by the end of the two-year cycle but I am short 0.3 CEUs and the Nov. 30 deadline is in two weeks. What can I do?
- A:** The two-year cycle does not end until December 31 so you may find a workshop to attend during the month of December. However, if you submit your tracking form after November 30, your renewal card may be delayed.
- Q:** I notice the policy states that I can earn a minimum of 2.0 CEUs in Professional Studies and a maximum of 1.0 CEUs in General Studies. I have not been able to earn any CEUs in General Studies, what should I do?
- A:** You can earn as many as 3.0 CEUs in Professional Studies without earning any for General Studies.
- Q:** If I take the KQAS test in April, 2009 how many CEUs should I have earned by December 31, 2010?
- A:** Refer to the pro-rated table at the end of this section. Calculate the pro-rated number of CEUs by the month and year you take the KQAS test. By December 31, 2010 you should have 2.5 CEUs.
- Q:** How do I know when the new two-year cycle begins?
- A:** The new two-year cycle commences on the first of January of every other year (i.e., 2009, 2011, etc.). The first year of the two-year cycle is the odd year and the second year is the even year.
- Q:** I am not clear about the sub-categories within the Professional Studies, please elaborate.
- A:** The Professional Studies consists of two sub-content areas in which you need to earn CEUs. The first is the Code of Ethics directly related to the seven tenets of the Code of Professional Conduct for sign language interpreters. The second area is Professional Development area that includes skill development directly related to the profession of sign language interpreters.

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